

Request for Match Waiver

Background

Victims of Crime Act (VOCA) regulations require grantees to contribute to the total cost of their VOCA-funded project by providing not less than 20% match, either cash or in-kind, from non-federal sources. With the increase in VOCA funds over the past two years and with FFY2017 estimated to be \$30,000,000, we are encouraging applicants to consider new or more expansive projects, including those that have regional or statewide application.

We recognize that few public or private agencies can afford the additional in-kind or cash match that would ordinarily be required for large scale projects. Federal VOCA regulations now allow for partial or full match waiver requests to be submitted to the Office for Victims of Crime (OVC) by the state on behalf of the subgrantee. OVC reviews these requests from grantees and approves or denies grant match waivers for individual subgrantee projects.

Subgrantees may submit grant applications to our office for new, large projects and, if the project is approved by the SC Public Safety Coordinating Council, immediately apply to our office for a match waiver. After review, we will forward the request to OVC who will consider match waivers on a project-by-project basis.

Requesting a Match Waiver

If your agency would like to request a match waiver, please submit the request and supporting information on your agency's letterhead immediately after being notified of your grant award from our office. The letter should outline the reasons why your agency cannot meet the 20% match requirement. For an example of how to structure your letter, please see the attached sample match waiver letter. Do not copy this example; instead, use it as a guide for writing your own letter that is applicable to your agency's circumstances. Programmatic staff will review your waiver request to determine eligibility and forward it to OVC.

Your letter requesting a match waiver should include the following minimum elements:

- A brief description of your agency and your VOCA-funded project.
- A brief explanation of why providing the full match amount is a hardship for your agency.
- If using volunteers for match, describe why you are not able to retain the number of volunteers needed to meet the match requirement.
- Indicate the amount of match you are able to provide and the amount you are requesting to be waived.
- Any other important information you want to add.

Please keep in mind we have been told that OVC is unlikely to approve match waivers for the full amount of match (20%) without sufficient documentation of need. It is important that as a subgrantee you consider the amount of match you are able to contribute to the project prior to submitting a full or partial match waiver request. Match waivers will only be considered for expansion of existing projects or new projects.

If you have any questions concerning this new opportunity, please contact the victims of crime staff in the Office of Highway Safety and Justice Programs at SCDPS.

Victims of Crime program staff contact list:

Burke Fitzpatrick

Victims Administrator

803-896-8702

BurkeFitzpatrick@scdps.gov

Barbara Jean (B.J.) Nelson

Program Manager

803-896-8712

BJNelson@scdps.gov

Joe Corey- Program Coordinator

803-896-8188; joecorey@scdps.gov

Ginger Dukes- Program Coordinator

803-896-8708; gingerdukes@scdps.gov

Virginia Funk-Currie- Program Coordinator

803-896-8340; virginiafunkcurrie@scdps.gov

Kim Hamm- Program Coordinator

803-896-8709; kimhamm@scdps.gov

Billy House- Program Coordinator

803-896-7896; williamhouse@scdps.gov

Request for Match Waiver

COMPLETE THIS FORM and submit along with your letter as an attachment to the FFY2017 VOCA Application.

Agency/Tribal Organization Name:

Requested VOCA grant amount:	\$
Match amount required:	\$
Match amount able to provide:	\$
Match amount requested to be waived:	\$

SAMPLE LETTER

AGENCY LETTERHEAD

DATE

Office of Highway Safety and Justice Programs
10311 Wilson Boulevard
Post Office Box 1993
Blythewood, SC 29016

RE: FFY2017 VOCA Match Requirement Waiver Request

This letter is written on behalf of *XYZ Victims Program* to request a hardship waiver of our VOCA match requirement in the amount of \$5,000, which constitutes a partial match waiver request. The full amount of our match requirement is \$37,500.

Without the positions funded by this grant, victims in *Washington County* (a mostly rural area) would not have access to needed services to assist them in healing and enable them to return to their previous state of well-being. *XYZ Victims Program* has been in existence for 20 years and provides crisis intervention and hospital accompaniment services to victims of domestic violence and sexual assault. We serve approximately 750 rural victims per year.

XYZ Victims Program has used volunteers since its inception, however, in the last three years we have faced several challenges in recruiting enough volunteers such as:

- Our volunteers are required to commit to 30 hours of training before they can start working with victims. In addition, volunteers are required to attend monthly training sessions. We currently have a core group of five volunteers that are committed to the program, but this is not enough to provide the full amount of match required on the grant.
- *Washington County* is a seasonal tourism destination with many transient residents during the summer months.
- *Washington County* is made up of two distinct populations; the rural community with a majority of low-income, Spanish-speaking residents, and a more affluent community. Many of our low-income residents do not have the ability to volunteer because of the costs involved, including gas, car insurance, and car maintenance. In addition, many of these residents do not have childcare available
- *Washington County* does have a community college nearby whose students could do an internship with our program; however, these internships are generally eight weeks

long. Because they would be required to complete the certification training before they could officially start their internships, they would not have much time to do actual work with clients, which is what they want to do.

As a non-profit agency, *XYZ Victim Program* does not foresee an increase in other funding over the next year. Without a partial waiver of the match requirement, we will not be able to accept the full amount of the increase that has been allocated. Furthermore, without the ability to accept these funds, our program will not be able to fully fund an additional victim advocate position that is anticipated to serve an additional 100 victims per year.

The VOCA match requirement as it relates to the additional funding received this year will create a burden that will hinder our ability to provide critical victim services to all who need them in *Washington County*. We try very hard to meet the match requirement; however, we do not want to turn down additional VOCA funds that could be used to provide additional services to victims. We therefore respectfully request a partial waiver of the match requirement.

Thank you for your consideration,

Jane Doe
Executive Director
XYZ Victim Program